

Change of Use and Internal Fitout works only DA - Lodgement Checklist

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[Must be lodged in conjunction with a Development Application Form]

Property Details					
Unit/Shop/ Suite No.		Street No.		Street	
Suburb				Postcode	

General requirements	Yes	N/A	Office Use
The consent of ALL owners of the land must be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the property is a strata unit, the consent of the Owners Corporation must be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the proposal impacts a party wall, the consent of adjacent owners must be provided (Party Wall Consent form must be completed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The estimated cost of works must be written on the application form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All plans and documents must be provided on a USB or CD in accordance with Council's File Naming Convention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Environmental Effect (SEE)			
A clear and detailed description of the proposal must be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A statement of compliance or variance with the relevant EPI's, Regulations, Council LEP and/or DCP including reasons for any variance must be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A clear and detailed description of the potential impacts of the proposal, and proposed mitigation measures must be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of the following must (as relevant) be included:			
- hours of operation and number of staff (full time and part time);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- plant & machinery to be installed (including ventilation, exhaust systems, etc.);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- type, size & quantity of goods being stored, made or transported;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- access requirements (including for people with a disability); and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- parking numbers, loading and unloading facilities, details and frequency of vehicle movements and deliveries in accordance with the relevant AS/NZ and/or DCP; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- consideration of the impact on the amenity of neighbouring properties - such as privacy, noise, smells/odours, etc must be included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For works in the vicinity of a heritage item or within a Heritage Conservation Area, address the effect of the proposed development upon the significance of the heritage item/area in accordance with the relevant Clauses of the respective LEPs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Waste Disposal Plan (required for commercial & food premises) must be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For all proposed activities that involve baking, smoking and roasting of food products an Odour Report is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Privacy Statement

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website.

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Rockdale NSW 2216, Australia
ABN 80 690 785 443

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Telephone Interpreter Services - 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

Heritage Impact Statement	Yes	N/A	Office Use
If the property is an identified heritage item or located within a Heritage Conservation Area as listed on the State register or Schedule 5 of the relevant Council LEP, and the works are other than minor works, a Heritage impact assessment prepared by a suitably qualified heritage consultant must be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard Plan requirements			
All plans must include a Title Block, scale (1:100 or 1: 200), North point and Architects Name and Qualifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All plans must be submitted showing any new work clearly coloured or highlighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Analysis Plan			
Site Analysis Plan as required by the relevant DCP must be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan			
Street name and number must clearly be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site dimensions, area and any RLs related to AHD must clearly be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculations of all existing and proposed floor areas must clearly be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boundary setbacks to existing and proposed buildings/structures must clearly be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All structures and existing tenancies on the site must clearly be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of adjacent building/properties including windows and doors must clearly be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any trees on the property, on Council land adjacent to the property (ie nature strips) or within 5 metres of the proposed development on any adjoining property must clearly be shown. Plans must clearly identify trees being retained/removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All parking on site including loading dock facilities must clearly be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A plan of the subject tenancy in the context of the whole building / site, and a copy of the strata plan if relevant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Position of any sign/s or structure on which the sign will be displaced must clearly be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plans			
Figured dimensions of proposed work must clearly be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Layout of proposed development including property boundaries, setbacks from boundaries and adjoining buildings on each floor plan drawing must clearly be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal walls/partitions and room names for use must clearly be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room and seating layout (for food premises) and intended use of each part must clearly be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of bathroom facilities and hand basins must clearly be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide details for any proposed mechanical exhaust ventilation system including exhaust stack (in accordance with AS 1668) & location of grease trap (food premises).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearly show location of any proposed entertainment areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearly show location of all Essential/Category 1 Fire Safety Measures e.g. exit signs, emergency lights, fire hose reels, smoke/heat alarms or detectors, portable fire extinguishers and the like (entertainment venues).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Traffic and Parking Impact Assessment Report (Required for development on State Roads and some Change of Use applications with a large volume of vehicular movements.)			
The report must be prepared by a suitably qualified traffic engineer and include, but not be limited to:			
- existing operational conditions of the road network in the immediate vicinity of the development;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- projected trip generation and trip destination for the proposed development;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- results of traffic counts and intersection performance analysis (existing and projected counts) of the surrounding road network in peak hours;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- recommendations of road infrastructure and road safety improvements;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- provision of off-street parking in accordance with the relevant Council DCP;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- details of the largest vehicles accessing the site (including removalist vans);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- number of employees and frequency of deliveries;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- cumulative impact of existing and proposed (approved) development adjoining and nearby;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- consideration of relevant State Policies, including State Environmental Planning Policy (Infrastructure); and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- design of vehicle access, parking and loading/unloading areas, including provision of swept path diagrams (to scale 1:100).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access Report			
The access report must be prepared by a suitably qualified Access Consultant, demonstrating compliance with State Environmental Planning Policy 65 (where applicable), relevant Council DCP & relevant standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acoustic Report (The report must be prepared by a suitably qualified acoustic consultant who is a member of either the Association of Australasian Acoustical Consultants (AAAC) or the Australian Acoustical Society (AAS)).			
An Acoustic Report must be prepared for properties in an ANEF contour of 20 or greater. What is the ANEF contour? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the development results in an increase in the number of people affected by aircraft noise, the Acoustic Report must address AS 2021-2000, Acoustics - Aircraft noise intrusion – Building siting and construction and the provisions of the relevant Council LEP and/or DCP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An Acoustic Report which addresses the potential noise impacts on neighbours, must be provided in accordance with the relevant DCP for noise generating uses in close proximity to residential development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Management Plan			
A Waste Management Plan is required for any work over \$20,000, in accordance with the relevant Council DCP and / or Technical Specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan of Management (Required for Child Care Centres, Boarding Houses, Entertainment Venues, or Hotels, Pubs, etc, relying on operational measures to address impacts.)	Yes	N/A	Office Use
The operational features of the premises, including capacity details, name and contact details of Manager, staffing levels and roles, and frequency and types of events/functions must be provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of the premises, including noise mitigation measures, responsible service of alcohol, security and safety measures, must be clarified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The methods of rubbish disposal generated by functions, anti-loitering measures and a copy of Community Impact Statement (if required) must be provided. Note: Referral to NSW Police may be required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazardous Risk Assessment [FORMER CITY OF BOTANY BAY ONLY]

A hazardous risk assessment and/or Transport Risk Assessment must be provided where the following is triggered:

- if the proposal is located in the 'Consultation Region' and/or adjacent to the 'Dangerous Goods Route' referred to in the *2001 Botany / Randwick Industrial Area Land Use Study*; and/or
- if the proposal involves residential intensification or sensitive use intensification, or will result in increased traffic volumes or access points onto Dangerous Goods Routes.

☐☐☐**Office Use Only – Development Advisory Service**

Description of proposal

Checked by		Date	___ / ___ / ____
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Area of works:	Former City of Botany Bay	Former City of Rockdale
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Estimated cost of works:	\$
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Number of footpaths:	1	2	3
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Tree inspection fee:	Yes	No
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Notification fee:	Yes: CoU of heritage (NF2) CoU commercial in residential zone (NF7)	No
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Newspaper advertisement fee:	Yes: (AF5) [only for CoU of heritage OR CoU commercial in residential zone]	No
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Office use only – Customer Service

Receipt No:		Date:	___ / ___ / ____
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Total Fees received:	\$
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